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LIBRARY OF CALIFORNIA
JANUARY - JUNE 2001 FINAL NARRATIVE REPORT

Regional Library Network: Arroyo Seco Library Network

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Fiscal/Administrative Officer/CEO: Valerie B Meyer
(Signature)

Name: Valerie Meyer Date: _____

Title: Arroyo Seco Library Network, Chief Financial Officer

Network Council Chair: Maryruth Storer
(Signature)

Name: Maryruth Storer Date: _____

Title: Arroyo Seco Library Network, Chair

Submit with original signature, by 4:30 p.m., Monday, October 1, 2001 to:

Mailing

California State Library
Budget Office - LoC
Attn: Sharon Croley
P.O. Box 942837
Sacramento, CA 94237-0001

Shipping/Delivery

California State Library
Budget Office - LoC
Attn: Sharon Croley
1029 J Street, Suite 400
Sacramento, CA 95814
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ASLN ANNUAL REPORT JANUARY – JUNE 2001

Regional Library Network: Arroyo Seco Library Network

Program Element:

18841. (Administration)

(a) Each regional library network shall establish a regional library council...Duties of the regional network council include overall administrative responsibility for the network, adopting an annual plan of service, assuring the appropriate expenditure of funds, and submitting annual budget proposals to the state board for implementation of the provisions of this article.

(b) Each regional network council shall elect from its membership a representative board to carry out its policies.

(c) Administration and management of the regional library network shall provide the vision and leadership necessary to perform the functions and deliver the services in a timely and satisfactory manner.

Describe in narrative form how the Regional Library Network implemented section 18841 (a), (b) and (c) including the following elements (use as many pages as necessary):

1. Program Description

- a. The Arroyo Seco Library Network (ASLN) Council will meet twice yearly.
- b. The ASLN Executive Board will meet monthly.
- c. A full-time Administrative Assistant will be hired to support both the Council and the Executive Board and serve as Corporate Secretary.
- d. The two other Board Officers, President or Chief Executive Officer, Treasurer or Chief Financial Officer, will be nonpaid Council members who are elected to the Board.
- e. Administration and financial support services will be contracted with the Metropolitan Cooperative Library System (MCLS) within the Region for a fiscal year.
- f. Ad Hoc Committees will be formed to address initial areas of concern, e.g. membership policies, resource sharing, personnel policies and employment practices, website design and implementation, information brochure, 24/7 reference service and full text periodicals negotiating committee.
- g. Legal Counsel will be contracted and available at Board and Council meetings.
- h. Additional assistance, e.g. technology consulting for linked systems or other projects, workshops and training sessions, will be contracted as needed.

2. Service Delivery Standard(s)/Measures ALL ELEMENTS 100% ACCOMPLISHED

- a. 100% met. ASLN Council met March 19, 2001. Fiscal Year 2001/2002 first ASLN Council meeting is scheduled for October 11, 2001.
- b. 100% met. ASLN Executive Board met monthly between January and June 2001.
- c. 100% met. A full time Administrative Assistant, already on staff, was permanently hired with benefits. This position also serves as Board Secretary. Necessary office equipment and telecommunications systems were purchased and installed. Office space was located and secured.
- d. 100% met. The two other Board Officers, CEO and CFO, are currently two Executive Board members performing the duties without compensation.
- e. 100% met. Administration and financial services were contracted from MCLS for fiscal year 2001/2002.
- f. 100 % met. Ad Hoc Committees for membership policies, resource sharing, personnel policies and employment practices, website design and implementation, information brochure, 24/7 reference service and full text periodicals negotiations were formed. These committees met and brought recommendations to the Executive Board for policy formulation. Policies were discussed and adopted.
- g. Legal Counsel has been contracted and was available at each Board and Council meeting and will continue to do so as needed.

3. Evaluation

As part of the ASLN Objectives and Activities in the Long Range Plan, ASLN will conduct an annual survey. All services and policies listed in a-f above will be evaluated. Based on the results and available funding the services will be ranked and those requiring further enhancing will be identified. The first annual survey will be conducted in January 2002 and every January thereafter. At this time there is not enough data or results to quantify.

ASLN ANNUAL REPORT JANUARY – JUNE 2001

Regional Library Network: Arroyo Seco Library Network

Program Element:

18842. (Telecommunications Infrastructure)

Each regional library network shall do all of the following:

- (a) Make available a telecommunications system for the transfer of information and communications among its members.
- (b) Provide regional communications based upon the most effective methods of exchanging information among its members.
- (d) Provide online access to the information files, resources, and bibliographic records of its members which may be accessed regionally and statewide.

Describe in narrative form how the Regional Library Network implemented section 18842 (a), (b) and (d) including the following elements (use as many pages as necessary):

1. Program Description

- a. The ASLN Executive Board authorized a website redesign. Emphasis was placed on creating a website that included appropriate and thorough ASLN information, was easy to navigate, update and looked attractive. Staff was authorized to contract with a consultant for website redesign.
- b. The ASLN fax number, regular telephone number, 800 telephone number, email address for the Administrative Assistant and discussion list were implemented during the core planning phase of the Library of California.
- c. The full text periodicals database negotiations committee was formed with the purpose of negotiating discounted pricing on a full text periodicals database for the region. This was funded by an LSTA grant ending September 2001. A consultant was hired to facilitate the negotiations and submit a summary report to the ASLN Executive Board and Council.
- d. The MCLS linked systems project was not funded by LSTA for fiscal year 2001/02. Instead, the California State Library suggested ASLN include the linked systems project in its programs and fund it from the ASLN operating budget.

2. Service Delivery Standard(s)/Measures

- a. 100% met. ASLN contracted with a consultant and the website has been successfully redesigned. The website will be updated regularly. It is attractive, easy to use and has been well received by the Executive Board. Cobranding with the Librarian's Index to the Internet is currently being completed.
- b. 100% met. All ASLN telephone, fax and email contacts are being used regularly and frequently and are working well.
- c. 100% met. The full text periodicals database negotiating committee and the consultant met several times during the period January through June 2001. A vendor was selected and negotiations were conducted and concluded in September 2001. The results will be brought to the Executive Board and Council on October 11, 2001.
- d. In process. Linked systems project is currently under review. The ASLN Executive Board endorsed the idea of the linked systems project at its June 2001 meeting and directed the Chair and MCLS staff to analyze and review the ASLN Plan of Service for fiscal year 2001/2002 to see if, after the Library of California (LOC) Board authorized final funding for fiscal year 2001/2002 at its August 2001 meeting, the ASLN budget could accommodate the linked systems project. A thorough discussion regarding the linked systems project will be conducted as part of the October 11, 2001 ASLN Executive Board meeting agenda. This is the first meeting to be held since the LOC Board allocated final funding for the regions.

3. Evaluation

As part of the ASLN Objectives and Activities in the Long Range Plan, ASLN will conduct an annual survey. All services and policies listed in a-d above will be evaluated. Items a and b are essential for normal business and will be continued. Based on the feedback regarding items c and d and available funding the continuation of items c and d will be determined.

ASLN ANNUAL REPORT JANUARY – JUNE 2001

Regional Library Network: Arroyo Seco Library Network

Program Element:

18842. (Regional Delivery)

Each regional library network shall do of the following:

(c) Provide intraregional delivery service based upon the most cost-effective methods for moving materials among its members.

Describe in narrative form how the Regional Library Network implemented section 18842 (c), including the following elements (use as many pages as necessary):

1. Program Description

The ASLN authorized the purchase of 4000 UPS deliveries at \$9.00 per delivery for a total of \$36,000. The UPS service is to be used to deliver books among ASLN members. Although ASLN has not yet adopted regional interlibrary loan guidelines and policies for delivery, ASLN agreed to allow participating institutions to use their local policies in a cooperative manner. Delivery is to be used between different jurisdictions and not between participating libraries of the same institution. California Library Services Act (CLSA) systems are to continue to use their CLSA delivery systems as before but can use the ASLN UPS delivery system to return materials to non-public libraries who are members of ASLN.

2. Service Delivery Standard(s)/Measures

In process. Data has not yet been analyzed although it has been collected. Between January and June 2001, 142 transactions have occurred among ASLN libraries using the delivery system. Libraries are using the delivery system appropriately. Data will be analyzed and reported to the Executive Board by the end of the calendar year.

3. Evaluation

Delivery statistics will be analyzed and reported to the ASLN Executive Board by December 31, 2001. At that time the Executive Board will decide whether to continue the UPS delivery system and what funding will be necessary to support the delivery system fiscal year 2002/2003. Feedback will also be collected via the ASLN annual survey January 2002.

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Regional Library Network: Arroyo Seco Library Network

Program Element:

18845. (Training and Continuing Education)

Each regional library network shall provide opportunities for training and continuing education activities that encourage the most effective use of the resources and services authorized under the chapter, and that respond to the needs of its members in the effective delivery of services.

Describe in narrative form how the Regional Library Network implemented section 18845, including the following elements (use as many pages as necessary):

1. Program Description

The ASLN Executive Board authorized funding one continuing education event during the period January –June 2001. May 2, 2001 Susan Berk conducted "Management: State of the Art." An additional event was held on May 22, 2001. The MCLS Reference staff conducted a reference workshop to explain the second level reference services available to ASLN members. A teleconference on internet filtering issues was sponsored by ASLN. As part of its contract for administrative services with MCLS for fiscal year 2001/2002, MCLS will develop and manage two ASLN training events. Should ASLN want additional workshops and/or trainings it was agreed that they will contract additional services either through MCLS or other service providers.

2. Service Delivery Standard(s)/Measures

100% met. ASLN conducted two successful events and sponsored a successful teleconference.

3. Evaluation

Each event includes an evaluation form. Feedback is shared with the ASLN Executive Board. As part of the ASLN annual January survey, Council members will be asked to suggest topics for future continuing education events.

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Regional Library Network: Arroyo Seco Library Network

Program Element:

18846. (Information and Referrals)

(a) Each regional library network shall provide information and referrals to answer requests that are beyond the capacity or capability of its members by accessing the resources and expertise of other libraries, improving general reference service in participating libraries, and improving reference service to respond to the needs of the underserved populations in the region.

Describe in narrative form how the Regional Library Network implemented section 18846, including the following elements (use as many pages as necessary):

1. Program Description

The ASLN Executive Board authorized the purchase from MCLS of 500 higher level reference questions at \$70 per question for a total of \$35,000. The ASLN Executive Board also authorized allocating \$30,000 for ASLN member libraries to participate in the MCLS 24/7 web based reference project. ASLN and MCLS staff will monitor the usage of both higher level reference service and 24/7 service during fiscal year 2001/2002 and recommend to the ASLN Executive Board an appropriate information and referral plan for fiscal year 2002/2003.

2. Service Delivery Standard(s)/Measures

In progress. Statistics are kept for both ASLN questions received at the MCLS Reference Center and 24/7 inquiries. Initial data indicates that few higher level reference questions have been submitted to the MCLS Reference Center. The ASLN 24/7 trial period will begin October 15 and concludes December 2001. A careful analysis will be performed and the results will be brought to the ASLN Executive Board. At that time the Executive Board will take appropriate action to allocate proper funding for the information and referral services being used.

3. Evaluation

Higher level reference questions are evaluated by a simple count. Statistics are collected monthly. 24/7 has its own statistical analysis in place which includes traffic on the website, transcript review and feedback from the 24/7 librarians.

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Regional Library Network: Arroyo Seco Library Network

Program Element:

18847. (Public Awareness)

Each regional library network shall augment the public awareness programs of its members by providing relations packages to them for customization and dissemination.

Describe in narrative form how the Regional Library Network implemented section 18847, including the following elements (use as many pages as necessary):

1. Program Description

The ASLN Executive Board authorized the creation of a membership brochure for use by both member libraries and prospective libraries. MCLS managed the project as part of the administration services contract. An ad hoc committee was formed and a graphic artist was contracted to create the brochure. The goal was to create an attractive and informational brochure that could be updated without replacing the entire brochure.

2. Service Delivery Standard(s)/Measures

100% met. 2000 brochures were delivered to the ASLN office June 2001. Copies will be distributed at the October 11, 2001 ASLN Council meeting. Copies will also be available at the LOC booth at the California School Libraries Association and California Library Association conferences in Long Beach, October/ November 2001. Diana Paque was sent copies for the LOC Board members. The brochure is attractive and sections can be updated without revising the entire brochure.

3. Evaluation

Initial feedback is very positive. An email was received from the Golden Gateway Regional Library Network consultant asking for a copy because one of his Board members had seen it and asked him to evaluate it while designing the Golden Gateway brochure. ASLN Council will be given an opportunity to evaluate it as part of the ASLN annual January survey.

LIBRARY OF CALIFORNIA
REGIONAL LIBRARY NETWORK EXPENDITURES : JANUARY

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Program Areas	Budgeted	Expenditures				TOTAL EXPENDED
		Personnel	Operations	Materials	Equipment Over \$5000	
ADMINISTRATION	_____	_____	_____	_____	_____	_____
Library of California	(*)	30,266	195,454		18,530	244,250
Other**						
Total	(*)	30,266	195,454		18,530	244,250
TELECOMMUNICATIONS *	_____	_____	_____	_____	_____	_____
Library of California	(*)		17,831			17,831
Other**						
Total	(*)		17,831			17,831
REGIONAL DELIVERY	_____	_____	_____	_____	_____	_____
Library of California	(*)		22,617			22,617
Other**						
Total	(*)		22,617			22,617
TRAINING	_____	_____	_____	_____	_____	_____
Library of California	(*)		2,953			2,953
Other**						
Total	(*)		2,953			2,953
INFORMATION AND REFERRAL	_____	_____	_____	_____	_____	_____
Library of California	(*)		65,000			65,000
Other**						
Total	(*)		65,000			65,000
PUBLIC AWARENESS	_____	_____	_____	_____	_____	_____
Library of California	(*)		8,349			8,349
Other**						
Total	(*)		8,349			8,349
TOTAL FOR ALL PROGRAMS	(*)	30,266	312,204		18,530	361,000

* Includes intraregional communications
 ** Identify other funding by source

(*) -Note: The ASLN Board of Directors did not designate a budget for this fiscal period.

SUBMITTED BY: Valerie Meyer Title: Chief Financial Officer

(Name)

Valerie L Meyer

(Signature)

Telephone: (877) 734-4225

E-Mail: _____

(Date)

In January 2001 regional networks were provided with a list of actions to be taken before a network can expend funds, derived from both the Library of California Act and the California Corporations Code. The two primary actions are recognition of the network by the LoC Board and the incorporation as a non-profit organization.

With these two actions taken, the State of California recognizes networks as legal entities. However, there are other actions that networks must take to have the legal authority to expend funds and to undertake activity on behalf of their members. The following list groups items together in the order in which they might or should be accomplished. The first 23 items were those that were to be addressed prior to the network expending funds.

Please provide the date(s) on which the actions were taken, so that we can add it to your regional documentation.

Legal Requirements for Network Operations

Network Action	Date Completed
1. Approval of the Regional Library Network by LOC Board	10-11-00
2. File Articles of Incorporation ¹	10-23-00
3. Obtain federal employer identification number ^{2†}	1-22-01
4. Establish fiscal agent [†]	12-4-00
5. Establish fund accounts [†]	1-22-01
6. Incorporator admits charter members to membership and establishes the Council	12-4-00
7. Prepare and post meeting notice and agenda for 1st Council meeting	11-30-00
8. Incorporator convenes Council	12-4-00
9. Council elects Council Chair	12-4-00
10. Council adopts bylaws and directs Secretary to certify bylaws	12-4-00
11. Council determines authority of the Board of Directors	12-4-00
12. Council elects members of the Board	12-4-00
13. Elect Board Chair	12-4-00
14. Council ratifies selection of agent for service of process, submission of applications for tax-exempt status, selection of fiscal agent and establishment of fund accounts [†]	12-4-00
15. Council determines corporation's fiscal year	12-4-00
16. Council establishes principal place of business (street and mailing address(es))	12-4-00
17. Council adopts plan of service	12-4-00
18. Council adopts budget and approves initial expenditures in accordance with adopted plan of service	12-4-00

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19. Council authorizes Chair to appoint committee on membership	012001 PM 4:28
20. Council selects library user members	3-19-01
21. Appoint officers	12-4-00
22. Determine where meeting notices to be posted officially	12-4-00
23. Authorize payment of incorporation expenses	12-4-00
24. Submit applications for tax-exempt status to IRS/FTB [†]	3-19-01
25. Receive IRS determination ³	8-2-01
26. Receive FTB determination ³	8-5-01
27. Hire staff	12-4-00
28. Council adopts (or authorizes Board to adopt) conflict of interest code	3-19-01
29. Council/Board establishes subgroups, committees and advisory bodies	3-19-01
30. Council develops schedule of meetings	12-4-00
31. Board authorizes expenditures in accordance with adopted plan of service	12-4-00
32. Board prepares and authorizes budget and plan of service for upcoming year to be adopted by the Council at its annual meeting	3-8-01
33. Authorize filing of Statement By Domestic Nonprofit Corporation with Secretary of State	11-01-01
34. Authorize filing of Registration/Renewal Fee Report to Attorney General of California ⁵	1-1-01

¹ Incorporation date.² IRS Form SS-4.³ Date of determination letters from IRS/FTB. If exemption applications submitted within 27/15 months, respectively, of incorporation date, exemption will be effective as of incorporation date.⁴ EDD Form DE 1NP Registration Form For Non-Profit Employers.⁵ Form RRF-1 filed annually on or before January 15.[†] These actions may be taken by the Incorporator before the Council is convened. If any of the actions have not been taken by the Incorporator, the Council should adopt resolutions taking these actions.